

## MCHA MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 8:00 A.M. ON **JULY 23, 2009**, AT THE MASON COUNTY COMMISSIONER CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

### 1. CALL TO ORDER AND ROLL CALL:

Chair Wallace called the meeting to order at 8:04 a.m. Roll call was as follows:

#### **Present:**

Chair Merrill Wallace  
Commissioner Jeannie Gruber  
Commissioner Carolyn Malanowski  
Commissioner Michael Neher  
Commissioner Gayle Weston

#### **Absent:** None

#### **Also Present:**

Tom Drake, Longview Finance Director  
Wendy Pearsall, Legacy Regional Manager  
Shannon Goudy, Clerk of the Board, Mason County Commissioners

### 2. MINUTES

2.1 Approval of June 25, 2009 minutes. It was noted that Commissioner Neher was marked as via phone, however he was present. A few typographical errors were also noted.

**Chair Wallace called for motion to approve the June 25, 2009 minutes with noted corrections. Cmmr. Neher/Malanowski moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

### 3. PUBLIC COMMENT: None

### 4. CHAIRMAN COMMENTS:

Chair Wallace stated that he looked at each of the properties and overall they look pretty good. One thing he noticed is an abundance of weeds and landscaping issues at Pine Gardens. He also addresses a number issues that took place after the last Board meeting. He noted there have been some issues with insurance. Also, the Post Office Box in Sheltonn is currently \$105 per year and he suggests letting it expire and using the address at the County instead.

Some items he would like to address at the next meeting are whether the Board wants to continue as NAHRO members. The costs need to be looked at. Also, the bylaws call for a Secretary of the Board. The Secretary of the Board is also Executive Director of the organization. He suggests the Clerk of the Board sign the minutes on behalf of the Secretary until that position is filled.

### 5. COMMISSIONER COMMENTS/REPORTS:

Cmmr. Weston noted that is refreshing to see people working at Kneeland Park.

Cmmr. Neher stated he would like to schedule a tour of all of the properties with the entire Board.

Chair Wallace stated that perhaps a tour could be conducted after the August meeting.

Cmmr. Malanowski stated there were a couple of households that were staying at the Shelter that reported that Fairmont Cove staff had told them move-ins would be delayed because of maintenance. When she called she was told it would be two to three weeks.

Ms. Pearsall clarified that she doesn't see any delays at the Cove from this point forward.

## 6. FINANCIAL

- 6.1 Approval of Cash Disbursements** made between 6/01/09 and 6/30/09 in the amount of \$31,911.40.

**Chair Wallace called for motion to approve the Cash Disbursements for June 2009 for \$31,911.40. Cmmr. Gruber/Malanowski moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

- 6.2 Approval of Tenant Accounts Receivable Write offs.**

*There were no write-offs this month.*

- 6.3 Approval of Write-offs**

*There were no write-offs this month.*

- 6.4 Interfund Reserves and Cash Review**

Mr. Drake went over the financial statements. Nine months of budget items were presented. The Cove properties seem to be very close to the actual budget. Pine Gardens and Kneeland Park revenues are substantially overestimated on the budget because the rent increases didn't come as timely as they thought they would. The increases were suppose to take place in October and did not. The bank fees are due to extensions in the loan for Pine Gardens. The last item is the local fund. It has a one time disposition of assets, which is unlikely to be there next year. The maintenance and operations of Pine Gardens and Kneeland Park are significantly under budget, which shows they may have not been taking care of maintenance.

## 7. MANAGEMENT:

- 8.1 Routine Occupancy Report**

Reports were not provided but Ms. Pearsall toured the properties and got the reports from the managers. Kneeland Park is at 100%. One unit has been served a 3-day notice due to non-payment of rent. In Pine Gardens units 17 and 27 are vacant. Unit 19 is an eviction from the Sheriff. At the Coves units 8 and 34 are vacant, but they will be leased by 7/28/09. Unit 19 was a move out with no notice.

Chair Wallace asked about Fairmont Cove. There were a couple of units that had been vacant for nearly a year.

Ms. Pearsall stated she did inspections of every unit, and there were no other vacancies.

- 8.2 Property Inspection Report Summary**

Ms. Pearsall stated that there are two units at Pine Gardens that are currently vacant. At some point there was a unit set aside for management or maintenance. She would like to pull one of those units for a maintenance person to be on the property at all times. They would receive less of a salary in compensation for the price of the unit.

Mr. Drake noted that the 2010 budget needs to be done shortly so the impact of this should be budgeted in.

Cmmr. Neher asked if this would require HUD approval.

Mr. Drake stated only if it were subsidized.

Ms. Pearsall clarified that one of these vacant units is not subsidized.

**8.3 Landscaping Bids for Pine Gardens.**

Ms. Pearsall stated she received three bids. This would be for an overall of the landscaping of the property at Pine Gardens. The bids received were from Matt B's Lawns in the amount of \$2,601.60, Precision Landscaping in the amount of \$4,119.20 and Landscapers Northwest in the amount of \$2,600.

Mr. Drake noted that the Housing Authority is tax exempt and two of the bids have added tax. He also stated intent to pay prevailing wage must be filed.

Ms. Pearsall stated Matt B's Lawns was the only bid to provide insurance and other necessary documents.

It was decided that a conference call would be scheduled for August 6, 2009 at 8:30 a.m. to further discuss the landscaping bids.

**8.4 Other Maintenance Business**

Ms. Pearsall stated the outside lighting on all four properties isn't functional. This could be a liability. PUD #3 came out to do a bid. It will cost approximately \$2,000 per property to fix and maintain the lighting.

Ms. Pearsall asked if there was a decision regarding setting aside a unit at Pine Gardens for a maintenance person. It would be budget neutral because she would offer a lower salary in exchange for the unit.

**Chair Wallace called for motion to make available an apartment at Pine Gardens for maintenance staff, with rent to be offset by a salary reduction. Cmmr. Neher/Gruber moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

**9. DEVELOPMENT:**

Mr. Drake reported that Community, Trade and Economic Development has been reconfigured as Department of Commerce. They are trying to decide if they will continue with housing issues. Smaller development funding comes from the Washington State Housing Trust Fund, which will not be available through 2010.

Cmmr. Malaowski stated there was an overwhelming urge to leave things the way they are in the department at the hearing she attended. People in the area did not want these functions to go to DSHS.

**10. UNFINISHED BUSINESS:**

Cmmr. Wallace asked about the projections for the capital needs assessment on Pine Gardens.

Mr. Drake suggested doing next year's budget and then following through with projections. The 2010 budget will have a capital outlays section.

Cmmr. Neher asked where the Board's records are being stored.

Chair Wallace explained that currently the records are housed at the Bremerton Housing Authority. Certain records will be kept there and the rest will need storage. Some of the financial documents will go to Mr. Drake and some of the tenant records will go to Legacy. A rental unit may need to be considered.

11. **NEW BUSINESS:** None

12. **FUTURE MEETINGS:** Conference call on August 6, 2009 at 8:30 a.m. and regular meeting August 27, 2009 at 8:30 a.m.

13. **ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:33 a.m. Cmmr. Weston/Gruber moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

  
Executive Secretary

  
Chair

SEAL:

